



**PR.49 14/15**

**Policy and Resources**

**Date 19<sup>th</sup> February 2015**

**Subject: Fire Safety Policy**

Report by:

Chief Operating Officer

Contact Officer:

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Purpose / Summary:

To present the Fire Safety Policy

**RECOMMENDATION(S):**

- 1) the Fire Safety Policy be approved for formal adoption; and
- 2) delegated authority be granted to the Head of Service for Public Protection (or equivalent level of officer (Strategic Lead) responsible for Public Protection pending the outcome of the ongoing restructure) to make minor house-keeping amendments to the Policy in the future, in consultation with the Chairmen of the Policy and Resources Committee and Joint Staff Consultative Committee.

## IMPLICATIONS

**Legal:** Compliance with The Health and Safety at Work etc. Act 1974, associated legislation and The Regulatory Reform (Fire Safety) Order 2005

**Financial :** FIN/88/15

**Staffing :**

**Equality and Diversity including Human Rights :**

People who require assistance in an emergency evacuation have been considered through the Personal emergency evacuation plans and general emergency evacuation plans.

**Risk Assessment :**

Ensures that the authority is compliant with health and safety legislation and that staff, visitors and contractor's health, safety and welfare can be assured.

**Climate Related Risks and Opportunities :**

None

**Title and Location of any Background Papers used in the preparation of this report:**

None

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

**No**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**No**

## **Executive Summary**

1. To ensure compliance with the Health and Safety at Work etc., Act 1974, associated legislation and The Regulatory Reform (Fire Safety) Order 2005 and that the health, safety and welfare of staff, visitors and contractors can be assured.
2. Consultation has been carried out with the safety champions group, property services, fire marshals, staff and union representatives

## **Fire Policy**

### **1.0 Introduction**

This policy has been developed to allow the Authority to comply with the Regulatory Reform (Fire Safety) Order 2005.

The Regulatory Reform (Fire Safety) Order 2005 reforms the law relating to fire safety in non-domestic premises. It replaces fire certification under the Fire Precautions Act 1971 with a general duty to ensure, so far as is reasonably practicable, the safety of employees, a general duty, in relation to non-employees to take such fire precautions as may reasonably be required in the circumstances to ensure that premises are safe and a duty to carry out a risk assessment. The Order imposes a number of specific duties in relation to the fire precautions to be taken.

### **2.0 Policy Statement**

West Lindsey District Council is committed to protecting the health, safety and welfare of employees and anyone else who may be affected by their activities. We acknowledge that we should act to prevent or reduce risks that are reasonably foreseeable.

The policy is to ensure compliance with The Health and Safety at Work etc., Act 1974 (HASAWA), The Management of Health and Safety at Work Regulations (MHSW) and the Regulatory Reform (Fire Safety) Order 2005. The policy will apply to all buildings owned by the Council, all employees those engaged by the Council and partners.

The policy will ensure a framework that will be implemented to provide a secure and safe workplace for all and protect the councils assets.

This policy will be kept under review and may be revised in line with legislation.

### **3.0 Equal Opportunities/ Generic Equalities**

West Lindsey is committed to equal opportunities. We will promote the equality of employees and will ensure no one receives less favourable treatment than another on the grounds of race, gender, colour, nationality, ethnic or national origins, sex or sexual orientation, religion, marital status, age or disability or any grounds not relevant to the performance of the job or the service delivery.

### **4.0 Scope**

The policy should be adhered to by all employees, members, partners, visitors and contractors etc.

The policy should be read in conjunction with other relevant policies, procedures, guidance and risk assessments.

The policy will ensure the effective and safe management of fire within all Council workplaces and Council premises.

## **5.0 Legal Obligation**

Under the Health and Safety at Work etc., Act 1974, (HASAWA) employers have duties to ensure, as far as is reasonably practicable, the health, safety and welfare of employees and the health and safety of others that may be affected by the employers undertaking.

The Management of Health and Safety at Work Regulations (MHSW) requires employers and self-employed people to make an assessment of the risk to the health and safety of themselves, employees and people not in their employment arising out of or in connection with the conduct of their business and to make appropriate arrangements for protecting these people's health and safety.

The Regulatory Reform (Fire Safety) Order 2005. The Order places a statutory duty on the employer to carry out a risk assessment and take appropriate fire precautions where necessary to safeguard people from fire.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Employers have a duty to report an electrical short circuit or overload attended by fire or explosion which results in the stoppage of plant involved for more than 24 hours or which has the potential to cause death of any person.

## **6.0 Responsibilities**

### **6.1 Chief Executive**

Will ensure:

- that there is provision for adequate resources and support
- the Services comply with their duties and specific responsibilities
- the implementation of the policy
- the policy is fully understood by all

### **6.2 Directors, Heads of Service and Managers**

Will ensure:

- the policy is fully understood
- employees are identified who may require assistance in case of emergency
- employees and others are aware of the policy
- they monitor, enforce and promote the policy

- suitable and sufficient risk assessments are in place

### **6.3 Health and Safety Co-ordinator**

Will:

- review the policy annually or if there are significant changes in legislation
- consult with the safety champion group
- horizon scan for future changes to legislation, assess and advise on the impact to the organisation.
- report to the HSE
- liaise with the fire coordinator and fire marshals
- liaise with employees and members to produce a suitable personal emergency evacuation plan (PEEP)

### **6.4 Safety Champions Group**

Will:

- be consulted on and assist in developing the policy and risk assessments
- support managers and colleagues in the implementation and adherence of the policy
- assist managers in investigation incidents
- carry out quarterly inspections of their workplace

### **6.5 Employees**

Will:

- recognise their responsibilities under the HASAWA
- comply with the policy
- be familiar and follow the fire evacuation procedures
- advise managers of any disabilities they have which may require assistance from the building in case of emergency
- maintain an adequate record of their presence in or out of the building ensuring they are visible to their team/fire marshals
- report any fire safety concerns

### **Appendix A**

### **6.6 Responsible person**

Will:

- appoint a competent person to carry out the fire risk assessment (FRA)
- ensure regular review the fire risk assessments are carried out
- tell staff or their representatives about the risks identified
- put in place, and maintain, appropriate fire safety measures
- plan for an emergency
- provide staff with information, fire safety instruction and training
- ensure no flammable items will be stored in the protected stairwells

## **6.7 Property Services**

Will:

- keep records of FRA for the Council premises
- review FRA annually or if there are any significant changes
- ensure an action plan from the FRA is implemented
- make sure that all gas appliances they provide are maintained in a good order and that a gas safety check is carried out every year by a competent person.
- maintain all electrical installations (fixed wiring etc.) and any electrical appliances are safe to use.
- ensure all portable appliances are tested on a regular basis in accordance with Property Services (including portable appliances brought in by employees or others)
- regularly service fire detectors, fire alarms, emergency lighting systems and fire extinguishers
- monitor records are being maintained by the responsible person

### **Appendix B**

## **6.8 Fire Coordinator**

Will:

- take control in the case of emergency.
- liaise with the Fire Authority in an emergency
- liaise with the fire marshals and health and safety coordinator
- assist with the card system in place

### **6.8 (i)**

- Each building will have its own fire procedures
- They shall be available in each location
- Fire drills will be carried out at all sites

## **6.9 Fire Marshals**

Will

- Be trained annually
- Follow fire evacuation procedures
- liaise and assist the fire coordinator and health and safety coordinator
- Report any defects to the health and safety champions, health and safety coordinator and/or Property services
- “sweep” the area and encourage occupants to move promptly to the nearest fire exit and to the assembly point

## **6.10 Contractors**

Will:

- be provided with the emergency evacuation procedures
- provide Property Service with their emergency evacuation plan

- notify Property Services of the works being undertaken

## **Appendix A**

### **6.11 Visitors**

Will:

- sign in and out of the premises
- be made aware of the emergency evacuation plan
- be escorted from the building to the assembly point
- notify reception should they require assistance in case of emergency

## **Appendix A**

### **6.12 Partners/Tenants**

Will:

- be provided with the necessary fire evacuation information
- ensure that they comply with regulations to ensure the safety of themselves and others
- carry out PEEPs for people under their control and ensure they can leave the building safely
- be responsible for their visitors

## **Appendix A**

### **7.0 Emergency Services**

Will:

- liaise with the fire Co-ordinator and Property Services
- be provided with a plan of the building on arrival
- give the all clear to enable people to re-enter the building

### **8.0 Personal Emergency Evacuation Plans (PEEPS)**

Where there is a requirement for assistance during fire alarm activation a personal emergency evacuation plan should be devised.

Will be:

- prepared with the health and safety co-ordinator and suit the individual needs
- carried out by partners where they have identified members in their employment
- prepared for individuals who may be temporarily affected
- reviewed regularly and/or if individuals situations change

### **8.1 Generic Emergency Evacuation Plan (GEEP)**

Visitors will be offered assistance should they require it.

Visitors should advise reception should they require assistance in case of emergency are provided with help



## 9.0 Evacuation Chairs (“Evac” Chairs)

Employees involved in the escape plan should feel confident in their skills in the operation of the devices and disabled people should feel that they can trust the process

“Evac” chairs are provided throughout the building and situated on the stairwells

Will:

- be operated by trained users
- not be misused

## 10.0 Use of lifts

Will:

- **Not** be used in the event of an fire activation

## 11.0 Fire Drills

Will be

- carried out at least annually and will include all occupants and adjoining businesses
- Will be recorded with Property Services

The Health and Safety Co-ordinator and Property Services with the assistance of the Safety Champions Group will investigate incidents in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

## 12.0 Fire Extinguishers

Will:

- be located in suitable locations on escape routes with suitable signage
- be maintained on a regular basis
- not be expected to be used by untrained employees, however a basic operating procedure will be provided in case they need to use them

### **Appendix E**

## 13.0 Instruction, Information and Training

- All employees and partners should be provided with the fire evacuation procedures on induction **Appendix A**
- Key “Evac” chair trainers will be refresher trained every three years
- “Evac” chair operators will be trained on a quarterly basis
- Fire Marshals will be trained annually
- Employees should be notified if changes occur so they can safely escape at all times

## 14.0 Records of training

Records should be kept of

- the training individuals have received.

- Fire drills
- Fire alarm activation
- Maintenance of systems
- Evac chair training

## **15.0 Signage**

Will:

- Be provided as determined by the fire risk assessment
- identify escape routes and find firefighting equipment
- Inform on actions to be taken in the event of a fire
- Be in places they can be easily seen

## **16.0 Co-operation and Coordination**

Liaising with partners within the building will be carried out.

They will be:

- informed of any significant risks that have been identified.
- included in the emergency plans.
- encouraged to liaise with the council.

## **17.0 Out of Hours**

### **Appendix A**

## **18.0 Meetings**

The chair or the organiser of the meeting will:

- Provide the attendees with the details of the fire evacuation at the premises and
- inform attendees to advise the chair or organiser of any assistance requirements

## **Review**

A review of the Policy will be carried out:

- Annually
- When there are changes in the legislation
- Following a significant incident
- If the Policy is no longer considered adequate
- Housekeeping changes

Review Date 2016

## Appendix A

### **GUILDHALL WEST LINDSEY DISTRICT COUNCIL EMERGENCY EVACUATION PROCEDURES**

1. Fire action notices are posted throughout Council buildings, employees and partners are required to read and understand the procedures to be adopted.
2. Employees and partners must familiarise themselves with all recognised exits from the buildings and know the location of the official assembly point.
3. Fire Marshals have been appointed with specific responsibilities for the evacuation of the building and employees must follow their instructions.
4. On hearing the alarm, employees and partners are to evacuate the building immediately by the nearest available exit.
5. Employees and partners should not panic, or run but leave the building in a calm and orderly but brisk manner.
6. An employee or partner must report to the designated Fire Co-ordinator at the official assembly point if someone is missing in their team once a roll-call has been completed by that team.
7. If you are on reception and the fire alarm sounds, you must call the fire brigade and follow the instructions on the fire card.
8. The use of lifts is strictly prohibited during an emergency evacuation.
9. Employees must never delay evacuation to collect personal belongings.
10. Windows and doors must be closed, but not locked; this will delay spread of the fire and assist the Fire Brigade in controlling the outbreak.
11. Employees and partners are expected to take responsibility for their visitors during emergencies, ensure that they are accounted for in the evacuation and report to the Fire Co-ordinator if they are missing.
12. Fire Co-ordinators have been nominated to take overall control of the evacuation procedure and to liaise with the emergency services.
13. No persons, with the exception of the emergency services, are to re-enter the building until permission is granted by the Senior Fire Officer in charge of the incident.

#### **REMEMBER:**

Fire precautions are statutory requirements and concerned initially with personal safety.

The preservation of property is a secondary consideration to the preservation of life.

<p><b>GUILDHALL ASSEMBLY POINT</b> <b>Adjacent to the water fountain next to Costa Coffee</b></p>
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**TRINITY ARTS CENTRE  
GAINSBOROUGH**

**EMERGENCY EVACUATION PROCEDURES**

1. Fire action notices are posted throughout Council buildings, employees, visitors and contractors are required to read and understand the procedures to be adopted.
2. Employees must familiarise themselves with all recognised exits from the buildings, know the location of the official assembly point and the identity of their Fire Marshal. Fire Marshals will be wearing a high viz jacket.
3. Fire Marshals have been appointed with specific responsibilities for the evacuation of the building and employees must follow their instructions. Designated employees are appointed to escort the members of the public in a calm and orderly but brisk manner from the building.
4. On hearing the alarm, employees, visitors and contractors are to evacuate the building immediately by the nearest available exit. Employees should not panic, or run but should leave the building in a calm and orderly but brisk manner.
5. Employees, visitors and contractors must never delay evacuation to collect personal belongings and must make their way straight to the evacuation point.
6. Windows and doors must be closed if possible, but not locked; this will delay spread of the fire and assist the Fire Brigade in controlling the outbreak.
- 7 Employees are expected to take responsibility for their visitors during emergencies and ensure that they are accounted for in the evacuation.
8. Fire Marshals have been nominated to take overall control of the evacuation procedure and to liaise with the emergency services, the media and the public.
- 9 No persons, with the exception of the emergency services, should re-enter the building until permission is granted by the Senior Fire Officer in charge of the incident.

**REMEMBER:**

**Fire precautions are statutory requirements and concerned initially with personal safety.**

**The preservation of property is a secondary consideration to the preservation of life.**

<p><b>TRINITY ARTS CENTRE ASSEMBLY POINT</b> <b>Notice board in grounds adjacent to Trinity Street</b></p>
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## **Additional Specific Employee Duties**

### **Office Staff**

Are to evacuate the building immediately via the nearest emergency exit.  
If the building is not open to the public the grab bag should be picked up on the way out.

### **Duty Manager/Technicians**

In the event of the fire alarm sounding the Duty Manager/Technician is to immediately raise lighting in the auditorium to normal levels and make the following announcement:

“Ladies and gentlemen – please leave by the nearest fire exit in a calm and orderly fashion and wait at the notice board adjacent to Trinity Street”

The Duty Manager to then adopt the role as Fire Marshal, putting on the high viz jacket to ensure recognition.

### **Technicians**

If more than one Technician is on duty the second Technician to assist the Usher by holding open the second exit door to allow members of the public to exit.

### **Front of House Staff**

The kiosk and bar assistants are to lock their tills and take the keys with them when exiting the building. On the way out of the building they are to pick up the grab bag and volunteer signing in book, and direct customers to the evacuation point.

### **Box Office Staff**

On hearing the fire alarm the box office assistant is to lock the cash box, and leave this in the back office ensuring that the door is closed.

### **Usher**

The Usher is to hold open the doors to allow members of the public to exit.

All employees are to take an active role in preventing customers from re-entering the building.

**GALLIMORE LANE MARKET  
RASEN DEPOT**

**EMERGENCY EVACUATION PROCEDURES**

1. Fire action notices are posted throughout Council buildings, employees, visitors and contractors are required to read and understand the procedures to be adopted.
2. Employees must familiarise themselves with all recognised exits from the buildings, know the location of the official assembly point and the identity of their Fire Marshal
3. Fire Marshals have been appointed with specific responsibilities for the evacuation of the building and employees must follow their instructions.
4. On hearing the alarm, (Fire Fire) employees, visitors and contractors are to evacuate the building immediately by the nearest available exit. Employees should not panic, or run but leave the building in a calm and orderly but brisk manner.
5. They must report to their designated Fire Marshal at the official assembly. Employees, visitors and contractors must never delay evacuation to collect personal belongings.
6. Windows and doors must be closed, but not locked; this will delay spread of the fire and assist the Fire Brigade in controlling the outbreak.
- 7 Employees are expected to take responsibility for their visitors during emergencies and ensure that they are accounted for in the evacuation.
8. Fire Co-ordinators have been nominated to take overall control of the evacuation procedure and to liaise with the emergency services, the media and the public.
- 9 No persons, with the exception of the emergency services, should re-enter the building until permission is granted by the Senior Fire Officer in charge of the incident.

**REMEMBER:**

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<p><b>DEPOT ASSEMBLY POINT</b> Far fence beyond the Depot</p>
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**WEST LINDSEY DISTRICT COUNCIL  
EMERGENCY EVACUATION PROCEDURES  
CCTV  
Out of Normal Business hours only**

During normal business hours the standard evacuation procedures will apply

1. Fire action notices are posted throughout Council buildings, employees, partners, visitors and contractors are required to read and understand the procedures to be adopted.
2. Employees and partners must familiarise themselves with all recognised exits from the buildings, know the location of the official assembly point and the identity of their Fire Marshal
3. Fire Marshals have been appointed with specific responsibilities for the evacuation of the building and employees must follow their instructions.
4. CCTV staff must ensure that their company mobiles are always fully charged and have the Emergency Services number programmed as a speed dial.
5. CCTV staff on hearing the alarm must grab the emergency evacuation fob, take charge of their visitors and evacuate the building immediately by the nearest available exit.  
Do not panic, or run but leave the building in a calm and orderly but brisk manner.
6. Immediately upon vacating the building telephone the emergency services. The emergency services will ask which service you require and the correct address.  
**Guildhall Marshalls Yard, Gainsborough DN21 2NA** and your telephone number  
**Give them your company mobile telephone number.**
7. Muster at the official Assembly Point and wait for the Emergency Services. As a lone working department you will become the official Fire Marshal for your department during in and out of normal business hours.
8. The use of lifts is strictly prohibited during an emergency evacuation.
9. Employees must never delay evacuation to collect personal belongings.
10. Windows and doors must be closed, but not locked; this will delay spread of the fire and assist the Fire Brigade in controlling the outbreak.

**GUILDHALL ASSEMBLY POINT  
Adjacent to the water fountain next to Costa Coffee**

## **NORTH WARREN ROAD DEPOT**

### **EMERGENCY EVACUATION PROCEDURES**

1. Fire action notices are posted throughout Council buildings, employees, visitors and contractors are required to read and understand the procedures to be adopted.
2. Employees must familiarise themselves with all recognised exits from the buildings, know the location of the official assembly point and the identity of their Fire Marshal
3. Fire Marshals have been appointed with specific responsibilities for the evacuation of the building and employees must follow their instructions.
4. Visitors must sign in and out whilst on site
5. On hearing the alarm, employees, visitors and contractors are to evacuate the building immediately by the nearest available exit. Employees should not panic, or run but leave the building in a calm and orderly but brisk manner.
6. They must report to their designated Fire Marshal at the official assembly. Employees, visitors and contractors must never delay evacuation to collect personal belongings.
7. Windows and doors must be closed, but not locked; this will delay spread of the fire and assist the Fire Brigade in controlling the outbreak.
- 8 Employees are expected to take responsibility for their visitors during emergencies and ensure that they are accounted for in the evacuation.
9. Fire marshals will liaise with the emergency services.
- 10 No persons, with the exception of the emergency services, should re-enter the building until permission is granted by the Senior Fire Officer in charge of the incident.

#### **REMEMBER:**

Fire precautions are statutory requirements and concerned initially with personal safety.

The preservation of property is a secondary consideration to the preservation of life.

<p><b>DEPOT ASSEMBLY POINT</b> Gate at staff car park</p>
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**WEST LINDSEY DISTRICT COUNCIL  
EMERGENCY EVACUATION PROCEDURES  
Market Rasen Area Office**

1. Fire action notices are posted throughout Council buildings, employees and partners are required to read and understand the procedures to be adopted.
2. Employees partners and visitors must familiarise themselves with all recognised exits from the buildings and know the location of the official assembly point.
3. Fire Marshals have been appointed with specific responsibilities for the evacuation of the building and employees must follow their instructions.
4. On hearing the alarm, employees and visitors are to evacuate the building immediately by the nearest available exit.
5. Employees should not panic, or run but leave the building in a calm and orderly but brisk manner.
6. An employee must report to the designated Fire Marshal (person on reception) at the official assembly point
7. The person on reception must call the fire brigade and follow the instructions in the fire file
8. Employees must never delay evacuation to collect personal belongings.
9. A WLDC employee or LCC employee will act as deputy fire marshal. In the event of a fire you will be required to act as deputy and be on door security
10. Windows and doors must be closed, but not locked; this will delay spread of the fire and assist the Fire Brigade in controlling the outbreak.
11. Employees are expected to take responsibility for their visitors during emergencies, ensure that they are accounted for in the evacuation and report to the Fire Marshal if they are missing.
12. Fire Marshal (person on reception) has been nominated to take overall control of the evacuation procedure and to liaise with the emergency services.
13. No persons, with the exception of the emergency services, are to re-enter the building until permission is granted by the Senior Fire Officer in charge of the incident.

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<p><b>MRAO ASSEMBLY POINT</b> Car park</p>
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## **Appendix B**

### **Maintenance**

#### **Weekly tests and checks**

Test fire detection and warning systems and manually operated warning devices weekly following the manufacturer's or installer's instructions. Check that fire extinguishers and hose reels are correctly located and in working order

#### **Monthly tests and checks**

Test all emergency lighting systems according to the manufacturer's or supplier's instructions. Check that fire doors are in good working order and close correctly and the frames and seals are intact.

#### **Six-monthly tests and checks**

A competent person should test and maintain the fire detection and warning system.

#### **Annual tests and checks**

The emergency lighting and all firefighting equipment, fire alarms, and other installed fire systems should be tested and maintained by a competent person.

Records will be kept by Property Services

#### **Theatre curtains and seating**

Should be treated with flame retardant treatment and should be maintained in accordance with manufacturers or suppliers recommendations

#### **Lightning Protection**

Should be tested in accordance with British Standards at maximum intervals of twelve months.

**Appendix C**  
**Further guidance**

Health and Safety at Work etc. Act 1974  
Management of Health and Safety at Work Regulations  
The Regulatory Reform (Fire Safety) Order 2005

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

**Guidance Notes**

Guidance Document – Department for Communities and Local  
Government  
Offices and Shops  
Theatres, Cinemas and Similar Premises

**Other relevant Policies**

Smoking Policy





## Appendix D

### Glossary

Competent Person	A competent person is someone with enough training and experience or knowledge to implement the protective and preventative measures required by the Order
PEEP	Personal Emergency Evacuation Plan
GEEP	Generic Emergency Evacuation Plan
“Dorgard”	An approved automatic door release mechanism
Responsible person	Employer and any other person who may have control of any part of the premises (can include owner/ occupier)
Order	The Regulatory Reform (Fire Safety) Order 2005
FRA	Fire risk assessment An organised and methodical look at the premises
Signage	Comply with Health and Safety (Safety Signs and Signals) Regulations 1996

**Appendix E**  
Fire Extinguisher identification

## KNOW YOUR FIRE EXTINGUISHER COLOUR CODE

WATER	DRY POWDER	FOAM	CO <sub>2</sub> CARBON DIOXIDE	VAPOURISING LIQUIDS
 <b>For use on</b>  Wood, Paper, Textiles etc.	 <b>For use on all classes of fire</b>	 <b>For use on</b>  Wood, Paper, Textiles etc.  Flammable Liquids	 <b>For use on</b>  Flammable Liquids  Live Electrical Equipment	 <b>For use on</b>  Flammable Liquids  Live Electrical Equipment
 <b>Do not use on</b>  Flammable Liquids  Live Electrical Equipment	  Gaseous Fires  Live Electrical Equipment	 <b>Do not use on</b>  Live Electrical Equipment	 <b>Do not use in a confined space</b>	

## Appendix F

### Action Plan for Fire Policy

Theme	Action	Responsible People Services and Groups	Dates	Completed
Communication	Communicate the policy to all employees through Committees meetings, Minerva	HSC	Approval from P&R, Minerva KMSKMW February 2015	
Policy review	The Policy will be reviewed annually or if there are significant changes. Major changes in the Policy will go through the Committee Process, housekeeping changes through Head of PPS and chairs of JSCC and P&R	HSC and SCG,FC,FM unions and Property Services	February 2016	
Training	Identify employees requiring training and organise annual training awareness and training records	Managers/ HSC/ Responsible person, POD	March 2015	
Fire Risk assessments	Suitable and sufficient risk assessments will be carried out	Responsible person assistance of SCG and HSC	Annually reviewed or if there are significant changes January 2015	

SCG Safety Champion Group

FM Fire Marshals

FC Fire Co-ordinator

HSC Health and Safety Co-ordinator

POD People and Organisational Development

HSE Health and Safety Executive